

ASSISTANT DIRECTOR OF PUBLIC UTILITIES

Class Definition

Under general direction, plans, organizes and directs the day-to-day operation of an assigned group of operating divisions of the Department of Public Utilities.

Distinguishing Characteristics

The Assistant Director of Public Utilities exercises delegated supervision of an assigned group of operating divisions of the Department of Public Utilities. Incumbents exercise considerable judgment and discretion in the administration and direction of the day-to-day operation of assigned divisions. An Assistant Director of Public Utilities is responsible for the oversight of daily operations and may assume the duties of the Director in his absence. This is an unclassified position in which incumbents serve at the will of the Director of Public Utilities.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, organizes, and administers the day-to-day activities of an assigned group of operating divisions of the Department of Public Utilities Department.

Recommends general departmental policies for the operation, maintenance, and development of various programs.

Confers with and advises division managers on all policies, activities and problems relating to the activities and services of the department.

Evaluates plans, policy recommendations, budget estimates, and proposed ordinances and regulations submitted by division heads.

Coordinates general departmental policies in consultation with departmental management staff for expansion, operation, and maintenance of the various public utilities programs.

Represents the Director of Public Utilities and confers with representatives of private industry and federal, state, regional, special district, and county agencies regarding a variety of public utilities programs and issues.

Drafts, reviews, analyzes, and administers both annual operating and capital improvement budgets of assigned operating divisions.

Reviews and approves capital projects, plans and improvements.

Participates in intra-city and inter-agency committee work as directed by the Director of Public Utilities.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of the materials, methods, and techniques utilized in the construction and maintenance of public utilities facilities.

Knowledge of modern municipal management and public administration, including current budgetary and fiscal operations and controls.

Knowledge of recent developments, current literature, and sources of information in municipal public utilities administration.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Ability to organize and direct the activities of assigned divisions.

Ability to exercise sound independent judgment within general policy guidelines and operating parameters.

Ability to delegate authority and responsibility and to schedule and program work on a long-term basis.

Ability to prepare clear, concise and comprehensive records, reports, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the performance of duties.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in business or public administration, civil or environmental engineering, or a closely related field; and three years of progressively responsible administrative experience.

Necessary Special Requirement

May require possession of a Grade V Wastewater Certification from the State of California. May require Registration in California as a Professional Engineer. Must possess a valid California Driver's License at time of appointment. Recruitments may be limited to specific areas of expertise, as required by operational needs.

APPROVED: _____
Director

DATE: _____